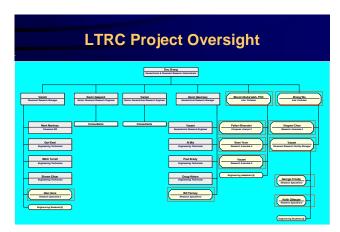


#### **Contract Documents**

- Cooperative Research Master Agreement
  - Refers to LTRC Research Manual
- Research Proposals
  - Approval Process
    - · Associate Director, Research
    - · Director, LTRC
    - Policy Committee Chairman (DOTD chief engineer)
    - Implementation Sponsor
    - DOTD Secretary
- Individual Project Task Orders



### **Contract Management**

- Project Managers/Administrators
- Project Review Committees
- LTRC Business Office
- LTRC Publication Group
- LTRC Implementation Engineer
- DOTD/LTRC Executives

## **Project Managers**

- Recommends Project Review Committee (PRC) members
- · Provides technical oversight
- Facilitates PRC meetings
- Primary contact between PI and DOTD & PRC
- Approves invoices
- Reports on progress and expenditures
- · Develops report distribution document

## **Project Review Committees**

- Appointed by LTRC Director
- Members

  - DOTD
    Academia
    FHWA
    Private Transportation Partners
- · Defines project scope
- · Develops RFP's
- Rates proposals
- · Provides technical guidance
- Reviews final report and recommendations
- Assists with Implementation

### LTRC Business Office

- Initiates projects within DOTD system
- Processes invoices
- Tracks expenditures
- Maintains financial databases

### LTRC Publication Group

- Publishes project capsule (announces initiation of project )
- Provides editorial reviews of all publications
- Develops implementation marketing products (Videos, articles, newsletters)
- Publishes final reports and technical summaries
- Posts products on LTRC website

## LTRC Implementation Engineer

- Tracks implementation activities
- Chairs LTRC Report Quality Committee
- Assists in developing research assessments
- Develops Research Implementation Updates

# Tracking Databases

- Contract Expenditures
- Overall project Expenditures
- Research Project Database
- Project Status Chart
- Performance Measures Database